



# **GLOSSOP VISION BOARD CONSTITUTION**

**Adopted 5 October 2004  
Last Amended 20 May 2010**

## 1. Name

The board shall be known as the Glossop Vision Board

## 2. Functions and Objects of the Board

The Board's objects are to promote the economic development, regeneration and well being of the people of Glossop, and to improve the environment of Glossop for the benefit of those who live, work or visit Glossop and its environs.

The Board's functions are to:

- Consider proposals and advise on any matter relating to the regeneration of Glossop;
- Monitor progress and undertake the management of activities, including the review of grant schemes or projects, funded through the Glossopdale Townscape Heritage Initiative;
- Determine the allocation of resources and to authorise expenditure on agreed initiatives;
- Promote the activities of the Board and engage the local community in the development of proposals and initiatives;
- Develop new initiatives or projects which will support the regeneration of the Town to be managed and led by a party identified by the Board;
- Bid for resources to support regeneration initiatives;
- Bring Members together to exchange information relating to any matter as it effects Glossop, its residents, businesses and anyone or anything associated with the Town;
- Involve the Board, by whatever means, in any other associated activities in furtherance of the objects set out above.
- To approve grants under Section 57 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to be allocated from the Glossop Townscape Heritage Initiative budget.

## 3. The Board Budget and Financial Management

High Peak Borough Council is the 'accountable body' for all monies from the Heritage Lottery Fund and other public grant aiding bodies,

Deleted:

- Only Members of the Board, at meetings of the Board, may sanction expenditure.

- Once expenditure is sanctioned the Board may, at its discretion, determine arrangements for delegated authority to designated Members or Officers to allocate resources within agreed expenditure limits to facilitate agreed projects.
- High Peak Borough Council will provide financial services to the Board, including regular budget monitoring reports.
- All expenditure will be made in accordance with High Peak Borough Council's Constitution financial regulations and relevant standing orders. Invoices for expenditure will be submitted directly to High Peak Borough Council
- Before the start of each financial year the Board, and any external contributors, will review progress of projects to determine whether any unspent monies should be rolled forward into the new financial year, and to seek confirmation from contributing partners for such a roll forward.

#### **4. Accountable Body**

High Peak Borough Council, in its role as 'accountable body', will have the power to 'call in' decisions of the Board if it has concerns that the scope, method of procurement or delivery of a proposed project may compromise the role of the Council as 'accountable body', subject to the provisions set out in Appendix 1 to this Constitution.

#### **5. Board Membership**

- Membership of the Board shall comprise 1 elected member from Derbyshire County Council, 3 elected members from High Peak Borough Council, 1 representative from Access Glossop, 1 representative from High Peak Council for Voluntary Service and 5 representatives of residents or businesses in the Glossopdale area to be appointed at an annual general meeting open to the public.
- All nominated Members will be re-elected by their respective organisation. Elected members from Derbyshire County Council, High Peak Borough Council and the representative from Glossop Access shall be nominated by their respective bodies and serve a one year term of office.
- All five representatives of residents and businesses in the Glossopdale area shall be elected by a simple majority vote of other members of the board and members of the public attending the annual general meeting and other than as stated below shall serve a term of office of three years
- Terms of all resident or business representatives shall typically be staggered, with three representatives being elected for a renewable term of three years every three years. To enable staggering of the first appointments in 2010, lots will be drawn to determine which members commence with a 1, 2 or 3 year term of office.

- In 2010, to ensure continuity of the Board, the current non-political representatives' term of office shall be extended by one year, with the two vacant positions being filled at the Annual General Meeting for a period also of 1 year. Following this, the appointments shall then be staggered as outlined above.
- Where a member resigns or has left the area, the position shall be filled at the next Annual General Meeting. Where a member fails to attend any meetings for a period of six months, that member will cease to be a member of the Board and the position shall be filled at the next Annual General Meeting.

## **6. Chairperson**

- At the first meeting of the Board in each municipal year, a Chair and a Vice-Chair shall be elected from amongst the Board Members.
- In the absence of the Chair or Vice-Chair at any meeting a Chairperson for that meeting will be elected from the Board Members present by a vote.

## **7. Voting**

- Voting shall take place by a majority of all those Board Members present.
- In the event of an equality of votes, the Chair (Vice-Chair or acting Chair) shall have a second or casting vote.

## **8. Secretary**

- High Peak Borough Council will act as Secretary to the Board, subject to annual confirmation at the first meeting of the Board in each municipal year that it wishes this service to continue.

## **9. Meetings and Conduct**

- Meetings shall be held at such intervals as the Board may decide; ordinarily there will be a minimum of 4 meetings a year one of which will act as an annual general meeting reviewing the year's activity and for holding elections to the places held for businesses and residents. Unless otherwise fixed by the Board, meetings may be called at a time and date to be agreed by the Chair and Vice-Chair on giving 14 days notice to the other Board Members, unless there is special urgency.
- The quorum for meetings of the Board will be four Members.
- Persons entitled to participate in the meetings are nominated Board Members, Officers attending the Board in a servicing or advisory capacity and individuals/organisations invited by the Chair for specific items. Only Board Members are entitled to vote on agenda items.

- Individuals, other than those entitled to participate in meetings, (see above), may attend Board meetings as observers. An observer may not take part in discussions but may, at the invitation of the Chair, be invited to comment on matters under discussion. Observers may not enter into debate, raise questions during the meeting or table items under any other business. Any non-member, who wishes the Board to discuss a matter deemed relevant, shall submit the request, in writing, to the Borough Council's Head of Legal and Democratic Services, at least five days in advance of the published meeting date. Consideration of such requests shall be at the discretion of the Chair.
- Board meetings will normally be held in public. Exceptionally, where matters under consideration are deemed to be private and confidential, the Board may, at the discretion of the Chair, meet in closed session. Closed sessions may deal with items such as those involving tenders for contracts, pre-public consultation proposals, etc.
- If the Chair is of the opinion that any person present at a Board meeting is misconducting themselves by persistently disregarding the ruling of the Chair or by behaving irregularly, improperly or offensively, or by wilfully obstructing the business of the Board, then the Chair may order that person not to speak for the remainder of the meeting or to leave the meeting.

#### **10. Amendments to the Constitution**

- 21 days written notice must be given by Members of any proposed amendment to the Constitution.
- Amendments to the Constitution must be agreed by vote of the Board Members at a meeting of the Board

## Appendix 1

### Call in Procedure

1. Summary: two members of the High Peak Borough Council's (HPBC) Executive (the Executive) may call in a decision of the Board, if it falls within a certain criteria, within 3 working days of the draft minutes being sent to them unless it has been defined as 'urgent' within the procedure set out below.
2. Draft minutes of a meeting of the board will be sent to all Executive members by e-mail within 10 working days of the meeting where possible.
3. Two members of the Executive may call a decision in the next 2 working days of the minutes being received by them by giving reasons, in writing, to the Head of Legal and Democratic Services of HPBC. The reasons must relate to a particular decision and a concern that implementation of that decision may give rise to a breach of and/or compromise HPBC's duties as accountable body and/or to commit HPBC to financial or other resources not given prior approval by HPBC.
4. A decision which is called in may not be implemented until the Executive has considered the reasons for calling in, or the call in is withdrawn in writing by both Members having exercised the right to call in. Unless the Executive endorses the decision of the Board the matter shall be referred back to the Board who shall consider recommendations made to them by the Executive. The Executive may veto any decision which in the opinion of the Executive will breach and/or compromise HPBC's duties as accountable body and/or to commit HPBC to financial or other resources not approved by HPBC.
5. No decision may be called in which is defined as urgent prior to a meeting of the Board. Decisions may be defined as urgent only by joint approval of the Leader of HPBC and Head of Legal and Democratic Services of HPBC (or in their absence their deputies).

